

License Manager

Centralised control of access, licenses and event ownership in Conference Manager

License Manager gives your organisation a clear overview of how licences are used, and who owns each event. You can manage access, allocate licences and keep ownership clear across teams — all from one place.

License overview

See all organisation units connected to your License Manager and get a quick overview of available, used and pending licences.

Conference Manager · License Manager

20

Licenses available

15

Licenses used

2

Awaiting approval

Search...

Export list

Create user

Organisation unit	Users	Events
Central Administration	2	24
Corporate Events	6	234
Training & Development	1	31
Marketing & Communications	3	112
Partner Relations	1	46
HR & Training	2	97

Users

See all users connected to this organisation, review their licence allocation and number of events, and transfer or delete users.

Users · Tech Modern — Corporate Events

Tech Modern — Corporate Events

Address: 18 Willow Street · City: Manchester · Email: hello@techmodern.example · Phone: +44 00 1234 5678

Export

Delete user

Users

Events

Name	Username	License	Events
Olivia Hart	OH	1	20
Daniel Reed	DR	2	29
Sophie Bennett	SB	3	34
Marcus Lane	ML	4	41
John Maxwell	JM	5	48
Mona Johnson	MJ	6	62

Events

View all events connected to this organisation, including key information, ownership and status. You can also log in to and manage events.

Events · Tech Modern — Corporate Events

Tech Modern — Corporate Events

Address: 18 Willow Street · City: Manchester · Email: hello@techmodern.example · Phone: +44 00 1234 5678

Add filter

Users

Events

Name	Owner	Date	
Annual Leadership Conference	Mona Johnson	18 Sep 2028	 Log in
Corporate Networking Evening	Daniel Reed	7 Dec 2028	 Log in
Company Strategy Day	Olivia Hart	24 Mar 2029	 Log in
Employee Engagement Summit	Mona Johnson	11 Nov 2029	 Log in
Corporate Summer Conference	Sophie Bennett	3 Oct 2029	 Log in
Annual Partner Meeting	Marcus Lane	16 Jun 2029	 Log in



Key capabilities

- 1



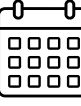
Grant administrator access
Give selected people access to manage Conference Manager licenses.
- 2



Create and move licenses
Allocate, reassign and manage licences.
- 3



View license usage
Get an overview of active, used and available licences.
- 4



Manage events and ownership
See which events belong to which user and move events when needed.
- 5



Remove a user safely
Delete a user and transfer all events to a new or existing user.



Why it matters

-  Maintain clear ownership across teams
-  Reassign access when someone is unavailable
-  Reduce risk and keep work moving
-  Get better continuity when responsibilities change or colleagues are absent
-  Create users for new colleagues and get them started right away

Designed for organisations with:

- More than 10 Conference Manager licenses
- Multiple departments or organisation units
- A need for clear ownership and handovers
- Shared responsibility for events and access



Keep access under control

Reduce dependency on one person and keep event administration moving — simply and securely.



People



Access



Events



Continuity